

**MINUTES OF THE
IMPROVEMENT & SERVICE COMMITTEE
Wednesday, September 28, 2016
ROOM 207, CITY HALL
5:00 p.m.**

MEMBERS PRESENT: Committee Chairman Andy Nicholson, Committee Vice-Chairman Chris Wery, David Nennig, John Vander Leest

MEMBERS EXCUSED: None

OTHERS PRESENT: Chief of Staff Celestine Jeffreys

1. Approval of the minutes from the regular meeting on September 14, 2016.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to approve the minutes from the regular meeting on September 14, 2016. Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to approve the agenda. Motion carried.

3. Consideration with possible action on request by Paula Whiting for permission to park on-street overnight in front of her house at 1120 Marquette Avenue for more than six (6) occurrences during 2016.

Director Grenier stated that Ms. Whiting has a short driveway which only has a two car capacity. Her mother has been staying at her house when she is in town for medical treatment. Other family members frequent her house when her mother is in town. She has used up her allotted exemptions for the year and is asking for more exemptions for 2016. If she needs more exemptions in 2017 she will ask the Committee for additional exemptions.

A motion was made by Ald. Wery and seconded by Ald. Vander Leest to approve the request by Paula Whiting for permission to park on-street overnight in front of her house at 1120 Marquette Avenue for more than six (6) occurrences during 2016. Motion carried.

4. Consideration with possible action on request by Department of Public Works to award Bridge Inspection Services 2016 to Collins Engineers, Inc. for \$28,272.42.

The City is required by the State to have our bridges inspected every two years. The condition of the bridges does affect the frequency of the inspections. Department of Public Works (DPW) typically has outsourced the inspections. A Request for Quotations (RFQ) for proposals was sent to seven local consultants. One consultant responded, Collins Engineers, Inc. in the amount of \$28,272.42. DPW recommends awarding Bridge Inspection Services to Collins Engineers, Inc. in the amount of \$28,272.42. Collins Engineers has provided this service in the past and their fees are in line with past years costs.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to approve the request by Department of Public Works to award Bridge Inspection Services 2016 to Collins Engineers, Inc. for \$28,272.42. Motion carried.

5. Consideration with possible action on request by Department of Public Works to award Geotechnical Exploration for North Webster Avenue Reconstruction and Klaus Street Sanitary Designs to the low, responsive bidder.

Director Grenier summarized the rapid procurement process. The cap on the dollar amount allowed for staff approval is \$20,000. The geotechnical proposal cost was slightly over \$20,000 and as such the item is brought to Committee for approval.

Part of the design process for the North Webster Avenue project includes determining the type of background soils in the area. The soils information is used in the design of the pavement and utility installations. DPW issued a RFQ to the three Geo-Tech firms on DPW's shortlist. Three proposals were received. DPW recommends awarding Geotechnical Exploration for North Webster Avenue Reconstruction and Klaus Street Sanitary Designs to AET in the amount of \$20,039. The amount was budgeted as part of this year's Capital Improvement Program.

A motion was made by Ald. Nennig and seconded by Ald. Vander Leest to approve the request by Department of Public Works to award Geotechnical Exploration for North Webster Avenue Reconstruction and Klaus Street Sanitary Designs to the low, responsive bidder AET, in the amount of \$20,039.00. Motion carried.

6. Consideration with possible action on request by Fritz and Sparrow to place chairs, planters and sandwich board within right-of-way at 237 N Broadway.

This request involves chairs, planters and sandwich board in the right-of-way on North Broadway. The installation was not ever permitted in the past. DPW recommends approval of the Hold Harmless Agreement contingent upon receiving the applicable insurance, the owner receiving all necessary City approvals and authorizing the Mayor and Clerk to execute the agreement for the items to be in the right-of-way.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to approve the request by Fritz and Sparrow to place chairs, planters and sandwich board within right-of-way at 237 N Broadway contingent upon Department of Public Works staff review and approval, contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

7. Consideration with possible action on request by Jeffery Knutson on behalf of Historic Restorations, LLC to allow existing steps, access ramp and planters from Hibernia House within right-of-way at 409 N Broadway.

This item relates to portions of the existing structure which protrude onto the right-of-way. The items were not documented in the past as being allowed in the right-of-way. DPW recommends approval of the Hold Harmless Agreement contingent upon

receiving the applicable insurance, the owner receiving all necessary City approvals and authorizing the Mayor and Clerk to execute the agreement for the items to be in the right-of-way.

A motion was made by Ald. Vander Leest and seconded by Ald. Nennig to approve the request by Jeffery Knutson on behalf of Historic Restorations, LLC to allow existing steps, access ramp and planters from Hibernia House within right-of-way at 409 N Broadway contingent upon Department of Public Works staff review and approval, contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

8. Consideration with possible action on request by Leap of Faith Group to utilize a portion of Surplus East Mason Street right-of-way at the intersection of East Mason Street and South Quincy Street for a Church Service/Revival Meeting.

Director Grenier referred the Committee members to the map in their packet. The Leap of Faith Group has asked to utilize a portion of surplus East Mason Street right-of-way for an event from October 20-24, 2016. They will be installing a 40 foot by 80 foot by 16 foot high tent. DPW recommends approval of the Hold Harmless Agreements contingent upon receiving the applicable insurance, the owner receiving all necessary City approvals and authorizing the Mayor and Clerk to execute the agreement for the items to be in the right-of-way. The tent will require a tent and electrical permit from the Inspection Department.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to approve the request by Leap of Faith Group to utilize a portion of Surplus East Mason Street right-of-way at the intersection of East Mason Street and South Quincy Street for a Church Service/Revival Meeting contingent upon Department of Public Works staff review and approval, contingent upon receiving the applicable insurance certificate, executing the required Hold Harmless Agreement, the owner receiving all necessary City approvals and authorize the Mayor and City Clerk to execute the agreement. Motion carried.

9. Director's Report on recent activities of the Public Works Department.

Director Grenier discussed the bulk waste situation at the east side garage. The situation at the east side is worse than at the west side garage. The budget for next year will reflect another increase due to the amount of bulk waste DPW is having to handle. One major advantage of utilizing the bulk waste sites versus curb-side pick-up is that personnel use heavy equipment to load the waste in place of manual labor. The City has seen a reduction of workman comp claims. DPW will be reviewing the bulk waste sites this winter to determine if the process should be modified to make the process more efficient.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Vander Leest and seconded by Ald. Wery to adjourn the meeting. Motion carried.

Meeting adjourned at 5:10 p.m.